

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION Kennedy Space Center Kennedy Space Center, FL 32899	<u>DATA</u> <u>REQUIREMENT</u> <u>DESCRIPTION</u>	1. RFP #: ODIN 2. DRD #: ODIN-OSF-8 Page 1 of 2 Date: 12/1/2004
3. TITLE: WORK ORDER CLOSURE		
SUBMITTAL REQUIREMENTS		
4. TYPE: 3	5. FREQUENCY OF SUBMISSION: Daily	
6. DISTRIBUTION: Complete sets to Center DOCO and DOCOTR	7. INITIAL SUBMISSION: December 2, 2004	
8. REMARKS: The contractor shall provide closure information for submitted orders, Technology refreshments, trouble tickets, Return to Service (RTS), and Error changes by next Close of Business day in which the work was performed.		
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9. USE: Closure information will be used to update NASA Management Information Systems databases in timely manner.		10. REFERENCE:
		11. INTERRELATIONSHIP:
12. PREPARATION INFORMATION: a. The Contractor shall provide the information for each delivery order. b. Daily closure report for orders submitted to the ODIN contractor shall provide the following information, as applicable: (1) The center issued order number (2) The associated ODIN database tracking number (3) Configuration information modifications that resulted from the issued order (4) Date of completion (closure) c. Daily closure information for Hardware Technology Refreshments shall include: (1) The order number, if applicable (2) The Equipment tag number (ECN) of the replaced equipment (3) The Equipment tag number (ECN) of the replacement equipment (4) Original date scheduled for replacement (5) Date the equipment was replaced (6) The assigned ODIN database tracking number		

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<p>12. PREPARATION INFORMATION <u>(continued)</u></p> <ul style="list-style-type: none"> c. Daily closure information for Trouble Tickets shall include: <ul style="list-style-type: none"> (1) A daily report of closed trouble tickets that resulted in changes to: (2) Equipment tag numbers (3) Location changes, including but not limited to Port numbers, Building locations (4) Service Level Changes (5) ODIN ticket associated with the Trouble Ticket d. The DOCOTR or designee must approve error Changes. a. Daily closure information for Return to Service (RTS) shall provide: <ul style="list-style-type: none"> (1) Copy of trouble ticket identifying the RTS (2) The assigned ODIN database tracking ticket associated with the RTS 		